















## New Hampshire Allowable Activities – IDEA Grants








The New Hampshire Department of Education is providing you with this document to assist you in determining activities in your IDEA Grant application.




Key:  = allowable     = not allowable     = possible allowable activity but check with the Bureau



Allowable or Not Allowable	Activity	Special Requirements Or Additional Information
	<b>Adaptive Physical Education Personnel and Services</b>	Related services as found in a student's IEP.
	<b>Advertising:</b> costs associated with advertising in media such as newspapers, radio, and television, direct mail, exhibits, electronic or computer transmittals.	Allowed for IDEA: related recruitment of personnel, procurement of goods and services, and other specific purposes necessary to meet the requirements of the IDEA grant.
	<b>Assistive Technology:</b> <ul style="list-style-type: none"> <li>• Assistive technology device:</li> <li>• Assistive technology service:</li> <li>• Any service that directly assists a child on an IEP in the selection, acquisition or use of an assistive technology device.</li> </ul>	<b>Services include:</b> <ol style="list-style-type: none"> <li>1. Evaluation of the needs of the child, including a functional evaluation of the child in the child's customary environment;</li> <li>2. Purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices for the child;</li> <li>3. Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or</li> </ol>





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		replacing of assistive technology devices; 4. Coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs; 5. Training or technical assistance for the child, or when appropriate, the family of the child, and/or 6. Training or technical assistance for professionals.
	<b>Attorney Costs</b> – Professional Development Contract for staff training or policy development and review.	IDEA funds can be used when attorneys present professional development activities.
	<b>Attorney Fees</b> – Party to an Action of IDEA: state complaints; due process; facilitated IEP meetings; mediation sessions; or any student specific consultation.	IDEA funds cannot be used for Attorney Fees.
	<b>Automatic Door Openers</b>	Purchase and installation of automatic door openers is allowed if needed to provide access for a child with a disability.
	<b>Building Consultation Teams</b> – Salaries and benefits of team members, costs associated with meeting expenses, stipends and travel.	These activities are not devoted to the identification, evaluation, or placement of children with disabilities or the provision of special education services.







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	<b>Child Find Activities</b>	<p>Activities that will be used to find, identify and evaluate children who are potentially a child with disabilities residing in the school districts of the supervisory unit, including children with disabilities attending private/independent schools, including parochial, elementary and secondary schools.</p> <p>Activities that evaluate the children to determine which children are eligible and in need of special education and related services.</p> <p><b>NOTE: IDEA Part B section 619 (Preschool) monies may NOT be used to find, identify or evaluate for child find.</b></p>
	<b>Classroom space rental for K-12:</b> costs associated with renting extra classroom space for special education students due to overcrowding.	
	<b>Clerical Support: salaries and benefits</b>	Only the actual time spent supporting special education is allowable for reimbursement under IDEA.
	<b>College credit for special education instructional staff</b>	Tuition is allowed as a fringe benefit to special education instructional staff.

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	<b>Communication devices for staff</b> – Costs associated with lease, purchase and charges of desk phones, cell phones, pagers and radios, etc.	Communication devices are allowed for ONLY special education activities. If a device is used for other non-special activities, documentation is required of the extent to which it is used for special education and other activities. Costs for personal use are not allowed.
	<b>Computer networks costs</b> associated with the LEAs computer networks.	LEAs computer networks are provided district wide and are not an excess costs of special education.
	<b>Computers for staff</b>	Computer equipment for special education staff is allowed if the individual works solely in special education.
	<b>Construction:</b> Facilities or altering existing facilities	Project must be for one or more children with disabilities.
	<b>Contracted Consultant Services</b>	LEAS may contract with consultants to provide information about methods, techniques, and strategies to use for children with disabilities or advice to staff for a particular student.
	<b>Contracted Services for parentally placed private school children</b>	Federal law specifically authorizes provision of services for parentally placed private school students through contract with an individual, agency, organization, or other entity.
	<b>Coordinated Early Intervening Services (CEIS)</b>	Coordinated Early Intervening Services may include interagency financing structures, for students in kindergarten through grade 12 (with a particular






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		emphasis on students in kindergarten through grade 3) who have not been identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment.
	<b>Curriculum Development</b>	Costs related to substitute teacher, release time, and stipends for development of curriculum for special education students is allowed for both regular and special education staff.
	<b>District Administrators – Salaries and benefits.</b>	The salary and benefits of a district administrator cannot be charged to IDEA grants.
	<b>Early Transition</b> from Family-Centered Early Supports & Services to Preschool Special Education activities <ol style="list-style-type: none"> <li>1. Home visits;</li> <li>2. Development and implementation of local interagency agreements and/or memorandums of understanding;</li> <li>3. Parent support groups or focus groups;</li> <li>4. Cross-agency professional development and technical assistance;</li> <li>5. Direct services related to transition;</li> <li>6. In-depth assessment of local policies, practices and procedures as well as data analysis to determine effectiveness of</li> </ol>	IDEA & Preschool money







Allowable or Not Allowable	Activity	Special Requirements Or Additional Information
	early transitions.	
	<b>Educational Interpreters</b>	Salaries and benefits
	<b>Equipment</b>	<p>Equipment purchased must support students with disabilities. Equipment is defined as an item with a purchase price of \$250.00 or more and a life expectancy of more than one year. Equipment may be purchased for case management activities and also includes instructional equipment and computer hardware.</p> <p>To be purchased with federal funds, equipment must be necessary to implement activities which address the priorities described in this request. The items should be listed on the Project Description page, along with the activity it supports. The <u>Federal Funds Financial Management Manual</u> states on page 3 that "Equipment must be specifically identified and justified. Justification should include its purpose, why it is necessary, how it will be used, and number of people it will serve or workload it will fulfill." While it is not necessary to identify a specific brand name, it is necessary to identify each type of item purchased, the quantity and the cost. For example: 2 personal computers @ \$1,500 each and 1 printer @ \$150 to be used for language arts instruction, by 20 students with disabilities, in the elementary classroom.</p>



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		It is still the fiscal agent's responsibility to establish and maintain an inventory. If the purchase price is \$250.00 or more and the life expectancy of the item is more than one year, the item must be inventoried. Click on the "Inventory" link next to the activity ID number and enter the data requested. Equipment must be available for inspection during monitoring and auditing activities.
	<b>Equipment - Security</b>	Cameras and other security devices are NOT an excess cost and therefore not allowed.  If the LEA has decided to equip classrooms in a school or its buses, then the LEA can charge the IDEA grant a prorated amount based upon the number of children with disabilities in the classrooms/buses being equipped.
	<b>Evaluations:</b> <ul style="list-style-type: none"><li>• <b>Personnel</b></li><li>• <b>Supplies</b></li><li>• <b>Contracted Services</b></li></ul>	This includes both initial and other evaluations including three year evaluations.  Note: IDEA Part B 619 Preschool funds cannot be used for initial evaluation.
	<b>Extended School Year (ESY) Services</b>	IDEA funds may be used to pay for the personnel to provide the ESY services.
	<b>Food Allowance, which includes:</b>  1. Parent meetings;	Please refer to FY 14 Memo 3







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	2. Students with disabilities.	
	<b>Foreign Language and Sign Language Interpreters for IEP meetings</b>	IDEA funds may be used to pay for a Foreign Language and Sign Language Interpreters for parents.
	<b>Furniture:</b> desks, tables, chairs	LEAS may purchase specialized furniture such as desks, tables, and chairs that are based on the needs of a student with a disability.
	<b>Hearing Aids</b>	A hearing aid is an allowable expense if the IEP team determines that the child requires the hearing aid as an assistive technology device and/or services in order to receive FAPE.
	<b>IEP Team Coordinator – Salaries and benefits</b>	<p>IDEA funds may be used for personnel whose role is to oversee the development of IEPs, transition services, facilitate parent involvement and work directly with students.</p> <p>This is only for services that are provided in excess of general education.</p>
	<b>Indirect Costs</b>	The rate is set by NHDOE. Indirect costs can only be taken on allowable direct activities that support the grant.
	<b>Instructional /Educational Materials and Supplies for the education of students with disabilities such as :</b> <ol style="list-style-type: none"> <li>1. Printed, published, and audio-visual instructional/educational materials;</li> </ol>	Please provide a justification for the materials and supplies to be purchased that includes the purpose, why it is necessary, the type of items, and who benefits. Materials and supplies must be necessary for the provision of specialized instruction and related services for students with disabilities.










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	2. Books, periodicals, documents, and other related materials; 3. Software, test kit containing only consumables, (test kits & assessment tools that are over \$250.00 and have a shelf life of more than a year is considered equipment).	These instructional /educational materials may include specialized formats such as: Braille, Large Print, Audio/Sound and Digital Text.
	<b>Interactive White boards</b>	IDEA funds may be used to purchase interactive white boards such as smart boards for students with disabilities.
	<b>Interns</b>	
	<b>Job Coaches</b>	Staff who work specifically with a student with a disability in a work site. Staff who teach specific requirements of the job including work-related behaviors. Staff may be contracted or full time staff.
	<b>Maintenance of special education equipment: assistive technology.</b>	IDEA funds may be used to maintain special education equipment.
	<b>Medicaid School- Based Services:</b> Costs for claiming funds including third party administrators.	Costs for administrating the Medicaid program may not be charged to the IDEA grant because they are associated to the performance /outcomes of the IDEA grant.





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	<b>Nurse: School Based – Salaries and benefits</b>	Costs must be in the IEP or related to the evaluation of the child. Day to day service(s) is not allowed.
	<b>Off -Site Special Education Programs</b>	Costs related to renting off-site locations for special education programs. Costs are under limited circumstances. LEAs may rent space for alternative locations if: the special education program is housed off district property and serves special education students only.
	<b>Paraprofessionals: salaries and benefits</b>	Must be employed by the district. Must work under the supervision of the certified special education teacher.
	<b>Parent Liaisons – Salaries and benefits</b>	Allowed only if staff provides supports to parents of children with disabilities.
	<b>Parentally – Placed Private School Students – Special Education and Related Services Consultation Meetings</b>	LEAs must conduct timely and meaningful consultation meetings with school and parent representatives from Private Non-Profit Companies located in their district. These consultation meetings must ensure that the services meet the needs of the eligible parentally placed private school children with disabilities.
	<b>Personnel preparation including In-service training</b>	Must align with Professional Development master plan.  IDEA Part B Section 611 or IDEA Preschool Section 619 funds can support participation in the Preschool

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		Technical Assistance (PTAN).
	<b>Playground Equipment that provides access to children with disabilities</b>	The additional costs of making playground accessible to children with disabilities are allowed.
	<b>Related services:</b> <ol style="list-style-type: none"> <li>1. Audiology services</li> <li>2. Psychological services;</li> <li>3. Physical, occupational and speech therapy;</li> <li>4. Recreation, including therapeutic recreation;</li> <li>5. Social work services;</li> <li>6. Counseling services, including rehabilitation counseling;</li> <li>7. Orientation and mobility services;</li> <li>8. Medical services, (except that such medical services shall be for diagnostic and evaluation purpose only) as may be required to assist a child with a disability to benefit from special education, and includes the early identification/ assessment of disabling conditions to children;</li> <li>9. Speech and language services;</li> <li>10. Transportation, and;</li> <li>10. Travel training.</li> </ol>	Related services as found in a student's IEP.
	<b>School Age Tuition</b> – Placement by an LEA to provide a student with disabilities a	A particular cost is allowable only if it is an excess cost of providing regular education.

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	FAPE.	
	<b>Social Workers</b>	This position must support and/or provide services to students with disabilities.
	<b>Software</b>	Software may be purchased for data collection, progress monitoring, and specialized instruction for students with disabilities.
	<p><b>Special Education</b>, which means specially designed instruction, at no cost to parents, to meet the unique needs of a child with a disability, including:</p> <ol style="list-style-type: none"> <li>1. Instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings.</li> <li>2. Instruction in physical education.</li> <li>3. Other services identified as special education services within the IDEA.</li> </ol>	This is instruction that allows students with disabilities to access curriculum.
	<b>Staff Development</b>	Activities must support students with disabilities and connect to the District Professional Development Plan.
	<b>Substitute Teachers</b>	Substitute teacher costs are allowable when teachers either special or general are attending a special education professional development activity.

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	<b>Summer School</b>	Summer school classes are not special education because they are not based on the child's individual needs.
	<b>Supplementary aids and services</b>	Supplementary aids, services, and other supports that are provided in general education classes or other education-related settings to enable children with disabilities to be educated with non-disabled children to the maximum extent appropriate.
	<b>Technology for Personnel Use</b> <ol style="list-style-type: none"> <li>1. Used for scheduling IEP meetings;</li> <li>2. Used for coordinating evaluations and IEP drafting;</li> <li>3. Used for communicating with a parent;</li> <li>4. Used for updating progress reports for meeting IEP goals.</li> </ol>	A local education agency may use funds to purchase appropriate technology for record keeping, data collection, and related case management activities.
	<b>Time out Rooms</b>	
	<b>Transition services</b> are based upon the individual student's needs and interests: <ol style="list-style-type: none"> <li>1. Instruction;</li> <li>2. Related services;</li> <li>3. Community experiences;</li> </ol>	

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	4. The development of employment and other post-school adult living objectives; 5. When appropriate, acquisition of daily living skills; and, 6. A functional vocational evaluation.	
	<b>Transition services</b> which promote movement from school to post school activities:  1. Post-secondary education; 2. Vocational training; 3. Integrated employment (including employment); 4. Continuing and adult education; 5. Adult services; 6. Independent living, or 7. Community participation.	
	<b>Travel</b>	<p>Travel for contracted personnel cannot be approved as a separate line item within the grant but may be included in the actual contract.</p> <p>Travel for staff is not allowed from their home to work or to other activities.</p> <p>Travel for staff may be provided from work to: another school or site to support a student with an IEP; a professional development event; a student's home or workplace for special education purposes.</p>

Allowable or Not Allowable	Activity	Special Requirements Or Additional Information
	<b>Tuition</b> - Technical College for students with disabilities	
	<b>Tuition for children with IEPs ages 3, 4, and 5</b> – Placement by an LEA to provide a student with disabilities a FAPE.	
	<b>Tutoring</b>	
	<b>Vehicle Purchase, Lease or Rental</b>	Vehicles must be used ONLY to transport children with disabilities who require special assistance in transportation (special transportation or additional transportation), including children with disabilities attending regular classes. Transportation must be included in the IEP.